

CIRCULAR LETTER NO. 489

April 19, 2001

TO: Printing and Publishing Officials of the Federal Government

SUBJECT: Fiscal Year 2002 Open Requisitions

This letter is to notify you that **now** is the time to submit open requisitions for Fiscal Year 2002. To allow sufficient time for processing and enable us to provide timely feedback to our customers, we have established a cut-off date of **June 22, 2001**, for all open requisitions. **Open requisitions for noncongressional products received after this date will not be processed until all previously submitted requisitions have been processed (which could be after October 1, 2001).** See the “Congressional Materials” enclosure for important information regarding GPO’s receipt of open requisitions for Congressional products.

*NOTE:* We are experiencing an increase in duplicate requisitions for the same item. Please DO NOT mail and/or fax duplicate requisitions for the same item, unless instructed to do so.

To help us avoid problems or delays in processing your requisitions, please ensure that:

- The total quantity of each product and the quantity totals indicated on distribution lists agree.
- Delivery addresses indicated on distribution lists are complete and have been verified as current. This will help avoid the loss or misdelivery of your products.

The following information **must** appear on each requisition:

- The previous year's requisition number and jacket number. This information is used to cross-check that all your requirements are in. If your requisition is for a new requirement, indicate so on your requisition.
- Your Billing Address Code (BAC), which is necessary to properly identify your order.

Open requisitions for Fiscal Year 2002 should be submitted to GPO through your agency's Washington, DC, headquarters office. Open requisitions and riders for **Regional** programs

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should be sent directly to the appropriate **Region**, not to the Central Office. In addition, consolidation to one distribution location **per agency address** in lieu of multiple room addresses would be greatly appreciated. Please note that **open requisition numbers for Fiscal Year 2002 should begin with the prefix 2 (e.g., 2-00001)**.

Requisitions should be submitted for items such as continuance of commercial term contracts, current work programs, dated periodicals, Operating Manuals maintenance material, Congressional material, mailings by the Superintendent of Documents (SuDocs), orders for Paper and Materials Control Section, and standing riders (not one-time riders) for materials ordered by other agencies on a continuing basis. (See the following listing of materials for which GPO accepts open requisitions.)

Inquiries concerning ordering of Congressional materials may be directed to Ms. Ann Bennett, 202-512-0224, Congressional Printing Management Division. Any other inquiries concerning this letter may be directed to Ms. Linda Davis, 202-512-1184, or Ms. Yvonne Chase, 202-512-1239, Departmental Account Representative Division.

Sincerely,

JIM BRADLEY  
Director, Customer Services

Enclosure

**Separate rider requisitions are collected by GPO for the following Fiscal Year 2002 titles:**

<b><u>OPM</u></b> <b><u>(Item#)</u></b>	<b><u>TITLE</u></b>
1100.	Notice and Posting System
1101.	Operating Manual – Guide to Processing Personnel Actions. Also available from <a href="http://www.opm.gov/feddata/gppa/gppa.htm">http://www.opm.gov/feddata/gppa/gppa.htm</a>
1102.	Operating Manual – Federal Wage System
1103.	Operating Manual – Federal Wage System Non-appropriated Funds
1104.	Operating Manual – Qualification Standards for General Schedule Positions (formerly Qualifications Standards Handbook) Also available on the CD-ROM - HRCDD: GS Position Classification and FWS Job Grading Standards
1105.	WCPS: Classification, Compensation and Performance Reference Library (CD) which includes: <ul style="list-style-type: none"><li>- Digest of Significant Classification Decisions and Opinions</li><li>- Handbook of Occupational Groups and Families</li><li>- General Schedule Qualifications Standards</li><li>- U.S. Code, Title 5</li></ul>
1106.	Salary Table No. 2002, Executive Branch of the Government
1107.	Federal Civilian Workforce Statistics – Employment and Trends Also available at: <a href="http://www.opm.gov/feddata/html/empt.htm">http://www.opm.gov/feddata/html/empt.htm</a>
1108.	Workforce Performance
1109.	OPM Organizational Directory of Key Officials

## **OPM (continued)**

1110. FOCUS
1111. Work Years and Personnel Costs, FY 2000  
Also available at: <http://www.opm.gov/feddata/html/wypc.htm>
1112. Pay Structure of the Federal Civil Service, March 31, 2001  
Also available at: <http://www.opm.gov/feddata/html/paystr.htm>
1113. New Developments in Employee and Labor Relations
1114. Significant Cases  
Also available at: <http://www.opm.gov/pubs/newsletters/sc/index.html-ssi>
1115. Handbook of Occupational Groups and Families  
Also available at: <http://www.opm.gov>
1116. The Fact Book, 2002 Edition
1117. Demographic Profile of the Federal Workplace, September 30, 2000
1118. Occupations of Federal White-Collar and Blue-Collar Workers, September 30, 2001

The following publications are no longer available in a paper format, but may be found at the website indicated:

Operating Manual – Guide to Personnel Recordkeeping  
<http://www.opm.gov/feddata/html/opf.htm>

Operating Manual – SF-113 Summary Data Recordkeeping Reporting System  
<http://www.opm.gov/feddata/html/sf113rpt.htm>

Please specify the method of distribution on each SF-1 submitted for the **Operating Manuals**.

The three available choices are:

1. **Bulk:** Ordering agencies can specify a single address and request that all copies be shipped to that address. It is then the agency's responsibility to distribute the copies to internal offices.
2. **Direct Delivery/Small Parcel Carrier:** Ordering agencies can have issuances sent directly from the printer to the furnished destination by use of a small parcel carrier.  
NOTE: This is the method automatically used unless otherwise specified.
3. **Direct Delivery/US Postal Service:** The printer will use 4<sup>th</sup> Class Mail to make distribution.

## **MISCELLANEOUS**

DLA	Directory of DCAA Offices
DAPS	DOD Telephone Directory
FERC	Federal Energy Reports
FERC	Federal Energy Guidelines, Statutes and Regulations
GSA	List of Parties Excluded From Federal Procurement or Nonprocurement Prog.
GSA	Federal Travel Regulations and Subsequent Changes
GSA	Commuted Rate Schedule
GSA	Federal Acquisition Circulars
LABOR	General Wage Determinations Issued Under Davis-Bacon and Related Acts
LABOR	Occupational Outlook Handbook
NARA	NARA Bulletin
STATE	Maximum Travel Per Diem Allowance for Foreign Areas
STATE	Standardized Regulations

## **CONGRESSIONAL**

GPO	Daily Congressional Record
GPO	Bound Congressional Record

## **FEDERAL REGISTER**

For publishing in the Federal Register

For publishing in the Code of Federal Regulations

### Congressional Materials

**NOTE: Congressional requisitions should be submitted to GPO by June 22, 2001. Requisitions received after August 31, 2001, will not be processed until April the following calendar year (2002).** Use the following list of categories and subject headings to order standing quantities of Congressional materials for Fiscal Year 2001. The completed GPO order form provided will be the only order form accepted by the GPO, along with the department requisition. A separate requisition with quantity "As ordered" may be submitted for charging of individual orders for specific legislation and related materials. Be sure to specify the previous year's jacket numbers on these "As ordered" requisitions.

Ordering agencies can specify a single address per requisition and request that all copies be shipped in bulk to that address. It is then the agencies' responsibility to redistribute the issuances to individual offices. **Please carefully indicate quantities of each item required.**

If all Hearings are desired (both Appropriation and Non-appropriation) enter quantity here \_\_\_\_\_. (If different quantities are required, use listing below and on next page.)

#### APPROPRIATION MATERIALS RELATING TO:

	<u>House</u> <u>Hearings</u>	<u>Senate</u> <u>Hearings</u>	<u>Bills</u>	<u>Reports</u>	<u>Laws</u>
1. Agriculture and Related Agencies .....	_____	_____	_____	_____	_____
2. Commerce-Justice-State-Judiciary-Related Agencies .....	_____	_____	_____	_____	_____
3. Defense .....	_____	_____	_____	_____	_____
4. Deficiency and/or Supplemental Appropriation .....	_____	_____	_____	_____	_____
5. District of Columbia.....	_____	_____	_____	_____	_____
6. Energy and Water Development.....	_____	_____	_____	_____	_____
7. Foreign Operations .....	_____	_____	_____	_____	_____
8. HUD-Independent Agencies.....	_____	_____	_____	_____	_____
9. Interior .....	_____	_____	_____	_____	_____
10. Labor-HHS-Education-Related Agencies .....	_____	_____	_____	_____	_____
11. Legislative .....	_____	_____	_____	_____	_____
12. Military Construction.....	_____	_____	_____	_____	_____
13. Transportation .....	_____	_____	_____	_____	_____
14. Treasury-Postal Service-General Government .....	_____	_____	_____	_____	_____

NON-APPROPRIATION HEARINGS ONLY

HOUSE

- 15. Agriculture .....
- 16. Banking and Financial Services .....
- 17. Budget .....
- 18. Commerce.....
- 19. Education and the Workforce .....
- 20. Government Reform .....
- 21. House Administration .....
- 22. International Relations .....
- 23. Judiciary .....
- 24. Armed Services.....
- 25. Resources.....
- 26. Science .....
- 27. Small Business.....
- 28. Transportation and Infrastructure.....
- 29. Veterans' Affairs .....
- 30. Ways and Means.....

SENATE

- 31. Agriculture, Nutrition, and Forestry.....
- 32. Armed Services .....
- 33. Banking, Housing, & Urban Affairs.....
- 34. Budget.....
- 35. Commerce, Science, & Transportation.....
- 36. Energy and Natural Resources .....
- 37. Environment and Public Works .....
- 38. Finance .....
- 39. Foreign Relations .....
- 40. Governmental Affairs .....
- 41. Judiciary.....
- 42. Health, Education, Labor, and Pensions.....
- 43. Small Business .....
- 44. Veterans' Affairs.....
- 45. Joint Economic Committee.....

JOINT COMMITTEE

The following subject headings indicate Congressional materials based on legislative form and include all such materials for the fiscal year, regardless of Congressional committee origin.

- 46. Public Bills and Resolutions.....
- 47. Reports on Public Bills and Resolutions .....
- 48. Private Bills .....
- 49. Reports on Private Bills.....
- 50. Public Laws.....
- 51. Private Laws.....
- 52. Documents (including President's Messages) .....

SPECIAL ITEMS

President's Messages \_\_\_\_\_ House Telephone Directories \_\_\_\_\_ Senate Telephone Directories \_\_\_\_\_

CALENDARS

HOUSE: Monday only \_\_\_\_\_ Daily \_\_\_\_\_ SENATE: Daily \_\_\_\_\_

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